

DISPATCH

CLASSIFICATION

SECRET

PROCESSING

TO		PRO-POSED	ACTION	ACCOMPLISHED
INFO.		XXXX	MARKED FOR INDEXING	
FROM			NO INDEXING REQUIRED	
			ONLY QUALIFIED HEADQUARTERS DESK CAN JUDGE INDEXING	
SUBJECT			ABSTRACT	
			MICROFILM	

Acting Chief, Far East Division

Station Records

ACTION REQUIRED - REFERENCES

16 November 1960, same subject

1. Headquarters cannot make a positive decision re paragraph 6 of reference until the kind of Finance files are known. Headquarters would rather shorten the retention period if possible than have the files sent back here for retention. Normally, Finance Division prefers that the retention period be at least five years to warrant the transportation and handling problems involved in returning files to Headquarters for retention.

2. If the Station provides Headquarters with a list of the files involved, a check will be made to see if it is possible to reduce the retention periods on any of them.

DATE TYPED

DATE DISPATCHED

18 January 61

24 January 61

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

CLASSIFICATION

SECRET

ORIGINATING

OFFICE

OFFICER

TYPIST

EXT.

RELEASING

OFFICE SYMBOL

DATE

OFFICER'S SIGNATURE

DISPATCH